



Documentation Guidelines for Deaf/Hard of Hearing Students

The guidelines below are provided to facilitate the process of obtaining the necessary documentation to validate the existence of a hearing impairment. Students requesting disability related services are required to provide their evaluator with a copy of these guidelines. Guilford Technical Community College or the evaluator cannot be held responsible for the documentation not being acceptable to validate the existence of the disability if the student fails to give the evaluator a copy of these guidelines.

Students requesting accommodations on the basis of a hearing impairment must provide documentation by a professional who has undergone comprehensive training and has relevant experience in differential diagnosis and the full range of knowledge of hearing impairments. (A school plan such as an Individualized Educational Plan [IEP], Summary of Performance [SOP], or 504 Plan are not sufficient documentation.) Documentation must give clear and specific evidence of the hearing impairment. A brief statement on a prescription form is not acceptable.

Acceptable documentation should include:

1. Students who are deaf or hard of hearing must provide documentation consisting of:
 - a. an audiological evaluation and/or audiogram; and _____
 - b. an interpretation of the functional implications of the diagnostic data.
2. A medical summary which:
 - a. indicates the substantial limitations to major life activities posed by the disability,
 - b. describes the extent to which these limitations would impact the student in the academic context for which accommodations are being requested, and
 - c. describes any functionally limiting manifestations of the condition(s) relevant to participation in any aspect of college life.
 - d. A statement regarding the use of hearing aids or cochlear implants (if appropriate).
3. A medical statement if there is a need of a sign language interpreter and if the student is knowledgeable of the American Sign Language.

NOTE: The professional conducting the assessment and rendering the diagnosis of a hearing impairment must be qualified to do so. The person who signs the report must be the one who conducts the evaluation and writes the report. Documentation by family members, immediate or otherwise, is not acceptable.

All documentation is
confidential and should be
submitted to:

Guilford Technical Community College
601 High Point Road
Jamestown, NC 27282
Fax: 1-336-232-9803